

District of Columbia
District Department of the Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)**

2015 Green Building Fund Grant
(Short name: Green Building Grant)
RFA # 2015-1501-OPS

1/30/2015

An Informational Conference Call and opportunity for Question and Answers will be held on 2/10/2015, at 3:00 p.m. The call in number is: 1-857-232-0159; and Conference Code is: 131239.

Application deadline: by 4:30 PM 3/2/2015

Government of the District of Columbia
District Department of the Environment
1200 First Street, NE 5th Floor
Washington, DC 20002
(202) 535-2600



TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION 4

- 1.1 INTRODUCTION 4
- 1.2 PURPOSE OF THE GRANTS 4
- 1.3 SOURCE OF FUNDS 4
- 1.4 COMPETITION FOR A GRANT AWARD..... 4
- 1.5 PROJECTS AND FUNDS AVAILABLE 4
- 1.6 ELIGIBILITY 5
- 1.7 PERMISSIBLE USE OF GRANT FUNDS 5
- 1.8 GRANT MONITORING 5
- 1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES 5
- 1.10 DDOE’S AUTHORITY TO MAKE GRANTS 6
- 1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW 6

SECTION 2. SUBMISSION OF APPLICATION..... 7

- 2.1 RFA RELEASE DATE..... 7
- 2.2 OBTAINING A COPY OF THE RFA 7
- 2.3 APPLICATIONS: WHEN, WHAT, AND WHERE..... 7
- 2.4 AWARD ANNOUNCEMENT..... 8
- 2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)..... 8
- 2.6 DDOE CONTACTS 8

SECTION 3. APPLICATION CONTENT..... 9

- 3.1 FORMAT..... 9
- 3.2 COVER SHEET 9
- 3.3 PROPOSAL CONTENT..... 9

SECTION 4. REVIEW PANEL AND APPLICATION SCORING 14

- 4.1 REVIEW PANEL 14
- 4.2 SCORING CRITERIA 14

SECTION 5. FILING REQUIREMENTS 15

- 5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL 15
- 5.2 DOCUMENTS TO FILE IF DDOE NOTIFIES THAT IT WILL MAKE THE GRANT 18

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS 19

- 6.1 GRANT AWARD ADMINISTRATION..... 19

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING 21

7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS 21

7.2 PROJECT DESCRIPTIONS 21

APPENDICES 32

APPENDIX 1 – COVER SHEET 32

APPENDIX 2 - EXAMPLE OF GRANT BUDGET 32

APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”) 32

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (“DDOE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to support innovative solutions to green the built environment in the District. The following programs or offices of DDOE are administering this RFA: OFFICE OF POLICY AND SUSTAINABILITY (OPS).

1.2 Purpose of the Grants

The purpose of these grants is to meet the ambitious goals related to green buildings set out in the Mayor's Sustainable DC Plan.

1.3 Source of Funds

The source of funds for the grants is the Green Building Fund.

1.4 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

DDOE seeks applications for:

Project Number		Project Number		Project Amount
1		GREEN BANK/ CARBON PRICING/ INCENTIVES STUDY		\$150,000.00

2		MICROGRID & DISTRICT ENERGY FEASIBILITY STUDY		\$100,000.00
---	--	---	--	--------------

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Government agencies
- Universities/educational institutions; and
- Private Enterprises.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially skilled staff, and those staff should leave after the application’s submittal, or the grant award to the Applicant, the Applicant has the responsibility to advise DDOE in writing. Another example would be the loss of the organization’s nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DDOE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an

Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

1.10 DDOE's Authority to Make Grants

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 1/30/2015.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “Regarding RFA: Green Building Grant # 1501.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 3/2/2015.

An application will be dated and recorded temporarily as “received” until DDOE staff persons have reviewed it to see if it is complete. DDOE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy. The contents of the Application are specified, in Section 3.

The hard copies must be filed with DDOE at the following address:

District of Columbia Department of the Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA Green Building Grant #1501

Email: The electronic copy should be sent to the following email address:
greenbuildingrfa.grants@dc.gov.

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DDOE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DDOE Contacts. DDOE will publish updates and the Q & A regarding the RFA at www.ddoe.dc.gov. DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "Regarding RFA: Green Building Grant # 1501 – Add me to the email list."

DDOE will provide the same information by email at the same time the information is uploaded to the DDOE website. Hard copy updates will be available for pickup at DDOE's offices by appointment. DDOE will NOT mail out updates or Q&A materials.

The cut-off date for receipt of new questions shall be one week prior to the application deadline.

2.6 DDOE Contacts

DDOE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Email** a request to greenbuildingrfa.grants@dc.gov with "Regarding RFA: Green Building Grant # 1501" in the subject line;
- (b) **In person** by making an appointment with (call Jay Wilson at (202) 535-2460 and mention this RFA by name); or
- (c) **Write** DDOE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Jay Wilson RE: RFA Green Building Grant # 1501 on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DDOE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant’s team and why the Applicant can accomplish the proposed project.

- (a) Present the summary of the project.**

After writing the proposal, and its details, the Applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

- (b) Present the project in detail.**

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

- (1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

- (2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

- (3) Present the project outcomes, outputs, and activities.

DDOE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A ***project outcome*** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An output is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DDOE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled “Non-DDOE Match,” meaning the Applicant intends to provide the indicated resources, the “match,” and that the resources do not come from DDOE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See “Allowable Costs” and “Non-Allowable Costs,” listed below. Please keep in mind that DDOE will require documentation for grant payments, and the entire grant will be subject to audit.

- (8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;

2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

(c) Describe the Applicant.

(1) Describe the organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the Applicant can reference a website or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DDOE wants to know if an Applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be government agencies, nongovernmental organizations, companies or individuals. If a partner is involved in the project, the Applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DDOE staff. Whenever practicable each panel will have at least one person from outside of DDOE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, DDOE may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) Certificate of Good Standing

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) Promises, Certifications and Assurances Document

Each Applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to DDOE. Rather, DDOE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District’s agencies. DDOE defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DDOE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DDOE defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DDOE for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) Tax exemption affirmation letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status: (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

(e) Applicant’s current fiscal year budget

The Applicant must submit its full budget, including projected income, for the organization’s current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant’s financial statements

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year’s unaudited financial statements.

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DDOE has experience with four cases:

1. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

2. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

3. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DDOE will accept more informal statements generated by responsible NPS officials, including emails.

5.2 Documents to file if DDOE notifies that it will make the grant

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DDOE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

(b) Assurance of continued truth and accuracy

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise DDOE of material changes since the filing of the application.

(c) System for Award Management (SAM) registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DDOE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DDOE has made its decision to grant an award.

(a) DDOE's announcement of award

DDOE's objective is to announce grant awards by at least six (6) weeks after the application due date.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DDOE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DDOE awards the grant.

DDOE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DDOE may advance funds at the beginning of the grant

period. If the Applicant seeks an advance payment it should make the request in its proposal, and explain the request.

DDOE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

DDOE will withhold the final ten percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Project Descriptions

The District Department of the Environment is seeking proposals for research and analysis on each of two projects. One will look at a suite of possible finance programs and policies, including creation of a green bank, revenue neutral carbon pricing, and an incentive program for deep green building. The other will look at the feasibility of implementation of microgrids and district energy options for the District of Columbia (the District).

The grant projects are funded through the District's Green Building Fund as created and authorized by the Green Building Act of 2006 (D.C. Official Code §§ 6-1451.01 et seq.). As defined in the Green Building Act, and administered by the District Department of Consumer and Regulatory Affairs, the Green Building Fund is to be used for: (a) streamlining administrative green building processes; (b) improving sustainability performance outcomes; (c) building capacity of development and administrative oversight professionals in green building skills and knowledge; (d) institutionalizing innovation; and (e) overcoming barriers to achieving high performance buildings.

PROJECT #1: GREEN BANK/ CARBON PRICING/ INCENTIVES STUDY

INTRODUCTION:

The District's Sustainable D.C. Plan set high-performance goals for the city that can be achieved by re-thinking the strategy with which we approach the built environment. By 2032, the District's goals seek a District-wide reduction in both energy and greenhouse gas emissions by 50%, increasing the use of renewable energy to make up 50% of the District's energy usage, meeting net-zero energy standards for new construction buildings, and decreasing total water usage by 40%. In order to achieve these goals, the District will need to incorporate far more aggressive energy efficiency strategies and increase the investment in renewable energy sources.

Design and construction of our built environment for true, long-term sustainability involves integrated design, long-term vision and planning, deep energy efficiency, renewable energy technology, and healthy, durable building materials. Through life cycle evaluation, it is generally understood that these *green* and *high performance* buildings have long-term benefits that allow first cost investment to pay back over time. However, many developers, architects, engineers, and contractors have avoided innovative green building practices because of increased focus on first cost. Shorter development cycles, in which projects are developed and then "flipped" to new owners, also do not lend

themselves to deeper green solutions that might have substantial, but longer-term, paybacks. The District would like to explore innovative funding models that would help to alleviate this market barrier.

Numerous studies have shown that additional first cost investment can overcome initial barriers for implementing innovative sustainable practices. Incentive and financing structures that do not currently exist in D.C. could leverage and build upon programs like D.C. Sustainable Energy Utility (DCSEU) incentives, the Property Assessed Clean Energy (PACE) program, and federal tax incentives, to achieve deeper shades of green building. To this end, the District Department of the Environment is funding research that will look at a suite of possible programs and policies, including creation of a green bank, revenue neutral carbon pricing, and an incentive program for deep green building.

Program examples of these initiatives exist in Connecticut, New York, New Jersey, Ohio, New Mexico, British Columbia, Boulder, Colorado, and other jurisdictions. Grantees will investigate the legal structure, funding availability, and execution of these programs. They will identify the potential to create robust, enduring programs for our market and help to make truly sustainable buildings a reality for our community.

AMOUNT:

This grant offers up to one hundred and fifty thousand dollars (\$150,000), pending the availability of funds. As a result of the analysis submitted, the grant may be amended with additional funds to build upon the content, based on the availability of additional funds, the grantee's performance, the grantee's capacity to further the project goals, and the District's need.

PROJECT PERIOD:

The project must be completed and final report delivered by September 30, 2015. As a result of the analysis, DDOE may extend the grant period.

PROJECT DESCRIPTION:

This first grant funds a project to research and analyze innovative funding mechanisms that will increase public and private investment to offset first costs for deep green building design and construction approaching net-zero energy use. The grantee shall look at a spectrum of programs that could support development that brings the District closer to true sustainability. This includes the establishment of a District of Columbia green bank, revenue neutral carbon pricing and financial or development incentives. These three mechanisms are discussed in detail just below.

Due to the complexity of the project, a project team incorporating multiple subject matter experts may be better equipped than one person or firm to accomplish the project within the budget and timeframe proposed. In the case of applications that include multiple organizations, one lead applicant should be identified as responsible for submitting the application and managing the work during the award period. Applications that include a team with members from different entities shall submit letters of participation from each partner.

Each mechanism presents a different set of benefits, challenges, finance sources, development opportunities and strategies for implementation. The analysis shall consider each mechanism individually, and then in conjunction with the others. The grantee shall consider, analyze, and present its findings in a final report. Three mechanisms that must be analyzed are:

1. Green bank

The grantee will be asked to explore creating a green bank finance mechanism for the District market. Jurisdictions including Connecticut and New York have created green bank finance structures in order to provide funding for increased first costs associated with implementation of increased energy efficiency, microgrids, renewable energy, and other green building design and construction projects.

2. Revenue neutral carbon pricing

The grantee will be asked to look at policy, application, and implementation associated with executing revenue neutral carbon pricing for the emissions caused by energy consumption from District buildings. Buildings account for 75% of the District's greenhouse gas emissions. Achieving deep emissions reductions from the building sector is critical for achieving our climate targets.

There is general consensus among economists that setting a price on carbon emissions is the most viable way to help control climate change and reduce carbon emissions in a market-friendly manner.

One pricing mechanism might set a carbon value on buildings emitting greenhouse gas pollution to capture the cost to public health, the environment, and the economy. Proponents claim that by capturing this cost, the carbon value would reduce greenhouse gas emissions while supporting additional economic growth in a clean energy sector. Buildings that cut their carbon footprint could receive a dividend or tax reduction, incentivizing property owners to invest in greater energy efficiency and more installed renewable energy, in the way that is best suited to them. The grantee should address existing initiatives, such as those in British

Columbia, Oregon, and Boulder, Colorado.

3. Financial incentive programs for deep green buildings

The grantee shall provide analysis of potential financial incentives to promote deep green building construction and retrofits -- those far exceeding building code requirements.

Financial incentives might encourage implementation of deep green building solutions — projects that would be net zero energy-ready, generate net zero water use, net zero/positive energy, or qualify as District Living Building Challenge projects.

The analysis should include the short- and long-term capitalization and operation of potential incentive programs. Costs and benefits should be plainly presented. Related features addressed should include effects on: job creation; tax revenues; and public health. Important to the analysis will be the effects of each incentive on the District's general fund

For each cost-effective alternative, the grantee shall make recommendations about the funding and operation of the program. Levels of incentives, from modest to aggressive, should be addressed.

The project team will be asked to review the Net Zero and Living Building Challenge Financial Study that was completed in FY13 from a previous Green Building Fund grant and use that information in the financial analysis. (Available for download from DDOE's website, at this URL: <http://ddoe.dc.gov/publication/green-building-fund-grants>).

OUTPUTS OF THIS PROJECT SHALL INCLUDE:

1. Written analysis of the potential connection between and among the three possible programs — green bank, revenue neutral carbon pricing, and green building incentives. This overview analysis shall include:
 - a. Examination of programs and implementation scenarios.
 - b. Integration and synergies among the recommended programs and existing District government programs, including DCSEU and PACE.
 - c. Potential funding sources, short-term and long-term.
 - d. Effect on different market sectors, building types, and funding sources in the District, and likely “bang for the buck” effects.
 - e. Recommendations from synthesizing the three project areas.

2. Written analysis of the creation and long-term operation of a “green bank.”
Analysis shall include:
 - a. Potential funding sources.
 - b. Explanation of benefits to the District, property owners, and occupants.
 - c. Legal structure of the green bank, interaction with existing institutions, and regulatory challenges under current District government regulations.
 - d. Regulatory changes necessary or suggested for implementation.
 - e. Recommendations.

3. Written analysis of revenue neutral carbon pricing for District buildings. Analysis shall include:
 - a. Summary of how revenue neutral carbon pricing for buildings could function in the District.
 - b. Costs and benefits.
 - c. Reporting building energy usage and greenhouse gas emissions.
 - d. Language needed for statutes and regulations.
 - e. Details of rates and charges, and associated impact.
 - f. Economic impacts, including job creation benefits.
 - g. Price structure necessary by market sector.
 - h. Treatment of low income residential housing.
 - i. Tax-exempt property owners.
 - j. Power purchases for building owners, and the treatment of their renewable energy power purchased from the grid vs. the creation of onsite renewable generation.
 - k. Proposed exemptions.
 - l. Public sector demonstrations or advanced buy-in.
 - m. Recommendations.

4. Written analysis for the creation, if appropriate, of a deep green building incentive program. The analysis shall include:
 - a. Financial options, from modest to very aggressive.
 - b. Sources and uses of funds.
 - c. Costs and benefits.
 - d. Required legislation and changes in regulations.
 - e. Recommendations.

5. Evaluation of the legal, regulatory, financial, and institutional challenges of each of the funding mechanisms. Discussion of the development, implementation, and

management of each.

DELIVERABLES:

1. Project work plan outlining the schedule and the analysis strategy. Development of this plan will be a collaborative effort between DDOE and the Grantee. This plan must be delivered to DDOE for approval before further work can be started on the study.
2. Bimonthly status reports discussing actions taken, progress and next steps.
3. Presentation of final findings in both a narrative report and two PowerPoint presentations, one for use inside the Agency, the other for public use.
4. Final written technical report, containing the detailed analysis, footnoted sources, and the findings and recommendations.

CRITERIA FOR PROPOSAL EVALUATION:

1. Demonstrates a great depth of expert knowledge and experience in green banks, their creation, operation or evaluation. (20 points)
2. Demonstrates a great depth of expert knowledge and experience in undertaking economic analysis of carbon pricing. (20 points)
3. Demonstrates a great depth of expert knowledge and implementation of green building incentive programs. (15 points)
4. Demonstrates a great depth of expert knowledge and experience in developing policies to promote green building. (15 points)
5. Demonstrates the capacity and personnel in place to carry out a project with this level of complexity. (10 points)
6. Presents a clear and feasible schedule for project deliverables. (10 points)
7. Proposes a cost-effective project budget and adequate and reasonable justification for the use of the funds. (10 points)

Additional points: There are no additional points awarded for this grant.

PROJECT #2: MICROGRID & DISTRICT ENERGY FEASIBILITY STUDY

INTRODUCTION:

This grant will fund a study to explore the best potential locations in the District for microgrid and district energy installations, discussing the technical issues of deployment and integration with the regional energy grid, and the regulatory and legislative challenges associated with implementation, maintenance, and operation.

As an important step toward the District's energy resiliency and energy sustainability, DDOE would like to explore the creation of localized energy districts, or microgrids. A microgrid is a group of nearby interconnected loads and energy resources with clearly defined electrical boundaries that act as a single controllable entity with respect to the bigger local electricity grid. It can connect and disconnect from the grid to operate in both grid-connected and island mode. A microgrid can draw on diverse energy sources, including renewable energy. It adds energy resources to the bigger grid, and can provide reliable, resilient energy service to its constituents.

The opportunity to bring microgrid technology to the neighborhood or district level has become more feasible, with on-site energy generation sources, including fuel cells, combined heat and power (CHP), biogas, biomass, solar, and wind energy, becoming less expensive, more efficient, and connected to intelligent metering equipment. Additionally, during a failure of the bigger grid, a small integrated parcel is able to remain up and running.

Microgrids and district energy distribution, with more reliable energy, may be able to manage much of their pricing independently of public utility company costs. While relatively small users/producers, they may provide some market pressure for lower cost and more reliable energy service.

The District is recognizing these potential advantages of microgrids and would like to explore the feasibility of bringing microgrids to our local market.

AMOUNT:

This grant offers up to one hundred thousand dollars (\$100,000), pending the availability of funds. As a result of the analysis submitted, the grant may be amended with additional funds to build upon the content, based on the availability of funds, the grantee's performance, the grantee's capacity to further the project goals, and the District's need.

PROJECT PERIOD:

The project must be completed and final report delivered by September 30, 2015. As a result of the analysis DDOE may extend the grant period.

PROJECT DESCRIPTION:

This grant funds a study of microgrid and district energy potential for the District. It shall identify the best sites for initial microgrid deployment in the city. The grantee shall analyze opportunities and make recommendations for locations, including existing and new developments. The grantee shall also address with recommendations, legal and regulatory barriers, technical issues on integration with the public utility grid, potential ownership structures, and sources and uses of funds.

Because other studies have been recently completed on this subject, the proposal should make clear that the bulk of the work will address the specifics of the District and opportunities in the District. I.e., the Department is not interested in a rewrite, or a “book report”, of work done by others that is already in the public domain. See, e.g., the following recent studies from Massachusetts, Maryland and Minnesota.

- [Microgrids – Benefits, Models, Barriers and Suggested Policy Initiatives for the Commonwealth of Massachusetts](#)
- [Minnesota Microgrids: Barriers, Opportunities, and Pathways toward Energy Assurance](#)
- [Maryland Resiliency Through Microgrid Task Force Report](#)

In addition to the site specific feasibility analysis, the District is interested in receiving work from a grantee that provides very specific tools to proposing, and perhaps developing, microgrids in the District. These would include legal documents, technical specifications and designs, public information materials, and briefing documents for decision-makers.

Due to the complexity of the project, a project team incorporating multiple subject matter experts may be better equipped than one person or firm to accomplish the project within the budget and timeframe proposed. In the case of applications that include multiple organizations, one lead applicant should be identified as responsible for submitting the application and managing the work during the award period. Applications that include a team with members from different entities shall submit letters of participation from each partner.

OUTPUTS OF THIS PROJECT SHALL INCLUDE:

1. Presentation of a list of sites that have the greatest microgrid and district energy development potential.
 - a. Two broad categories should be addressed.
 - i. The initial focus should be on public assets managed by the Department of General Services or the D.C. Housing Authority.
 - ii. Secondly, the grantee should evaluate potential sites that could be developed wholly on privately owned land, particularly projects anticipating development or already moving through the planned unit development process.
 - b. A site analysis should address these factors, at least: the technical feasibility of the location; energy use and demand; cost; financing; construction; issues related to interconnection; specific barriers or challenges posed by District of Columbia laws as well as applicable utility regulations and tariffs; and practical steps toward implementation. (Determine what computerized tools are best used to characterize the site and energy loads and resources.)
 - c. Costs and benefits should be assessed. Factors should include: deficits in the distribution grid; the extent to which a site serves a critical function to the District; availability of backup power supply; vulnerability to a disaster event.
 - d. A usable Gantt chart should be created for the development of a microgrid project, either in MS Project or a similar software tool acceptable to DDOE. The chart should allow for all likely aspects of the project's development from a decision to proceed, including financial, technical, legal and regulatory work. It should address regulatory hurdles, building code approvals, financing, public communications, and construction.
2. Short descriptions of microgrid deployment in other, similar geographical and political environments. References to other studies and, potentially, an annotated bibliography.
3. Evaluation of the specific legal, regulatory, financial, and institutional challenges and barriers. Provide legal transactional materials and technical documents that address development and construction, in addition to operations and management. Specifically address the important legal issues regarding the extent to which a

microgrid might be considered a would-be electric utility, subjecting itself to regulation and regulatory requirements. Based on the identified challenges and barriers, as well as successful and analogous case studies, identify and evaluate feasible models for the ownership and operation of a microgrid in the District of Columbia.

4. A discussion of, and relatively detailed description of materials for, the engagement of stakeholders.
5. Description of likely potential funding sources for development.
6. Proposed rate or billing structure for one or more microgrids.
7. Assessment of the computerized tools, including GIS, necessary or useful in characterizing and managing a microgrid site
8. Recommendations.

DELIVERABLES:

1. Project work plan outlining the schedule and the analysis strategy. Development of this plan will be a collaborative effort between DDOE and the Grantee. This plan must be delivered to DDOE for approval before work can be started on the study.
2. Bimonthly status reports discussing actions taken, progress and next steps.
3. Description adequate for procurement of the computerized tools that will aid in the display and analysis of the microgrid and district energy potential sites, including for assessing loads and resources and a design/GIS tool.
4. Presentation of final findings in both a narrative report and two PowerPoint presentations, one for use inside the Agency, the other for public use.
5. Useful and usable transactional documents, plans, and designs, as appropriate to the recommendations.
6. A Gantt chart for development of District-based microgrid(s) or district energy sites.

CRITERIA FOR PROPOSAL EVALUATION:

1. Demonstrates a great depth of expert knowledge and technical experience with

- microgrid and district energy assessment, development, or deployment. (30 points)
2. Great depth of expertise with relevant regulatory barriers in the District. (20 points)
 3. Demonstrates a great depth of expert knowledge and experience in developing green building, energy, district energy, or microgrid policy efforts. (20 points)
 4. Demonstrates the capacity and personnel in place to carry out a project with this level of complexity. (10 points)
 5. Presents a clear and feasible schedule for project deliverables. (10 points)
 6. Proposes a cost-effective project budget and adequate and reasonable justification for the use of the funds. (10 points).

Additional points: There are no additional points awarded for this grant.

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DDOE’s website, the Applicant can download a .PDF version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)

Please review and sign this document, following the instructions in it.

Form name with revision date: RFA_Template_highlighted_1-22-15.docx